

Sargent-Disc Payroll Process

Thank you for choosing Sargent-Disc payroll services. Sargent-Disc is the leading supplier of payroll and residual payment services to the UK entertainment industry. We offer a variety of services to assist the payment of cast and crew in a range of currencies and our comprehensive payroll solution can be tailored to meet your needs.

Payroll Setup

These notes describe the Sargent-Disc payroll process and outline the forms and information required to set up the payroll and provide user access to our online payroll service. Please complete the following forms and return them to Sargent-Disc in order to setup your payroll.

Payroll Start Form

This form is required to configure your payroll, prepare your payroll contract and your interface. It requires general information about your company, payroll, contact details, and chart of accounts configuration. Please complete as much information as possible.

SD Online User Request Form

This form is required to provide user access to our secure online client portal. The portal allows sensitive payroll information to be sent for processing using a secure online messaging service. It allows all payroll communications to be tracked for audit purposes and avoids the need to send confidential information by email. Our Payroll application also provides access to a full archive of payroll reports from anywhere in the world, at any time. Detailed and accurate management reports are published for each pay period and a powerful reporting engine is available to give you access to dynamic reports in real time.

One form must be completed for each member of staff requiring access. Once your account has been configured, you will receive two separate e-mails. The first will advise you that your login has been activated with instructions of how to change your password. The second email will contain your unique given password for your online account, which will be case sensitive. To login go to <https://payroll.digitalproductionoffice.com>

Please note that the same user name / login details can be used for all payrolls you are authorised to access.

Compliance

Using Sargent-Disc ensures that your production fully complies with current payroll legislation and regulation. Our service includes a fully managed E-filing facility for the end of year P14, P35, 46R1 and P38A returns and in year movements, P45 and P46. We can also manage disbursements on your behalf such as the payment of tax and NI,

FEU, union dues or pension contributions such as, AFTRA, DGA, DGC, SAG and WGA. The following forms are issued and are required for compliance with HM Revenue and Customs:

Anti-Money Laundering Compliance Form

All new payroll clients must complete this form.

FBI2 Form

This form authorises Sargent-Disc to act as an agent with HM Revenue and Customs and to submit year end returns online.

TIDO Letter of Authority

This authorises Sargent-Disc to submit self-employed workers returns online.

Employee Forms

Crew Start Form

Form to be completed by each new employee or member of crew when starting their employment

Artists Start Form

Start form to be completed by Artists

Daily Rate Voucher

Form to be completed by daily rate employees for each period of employment

If your production is using Crewstart, the start forms can be completed electronically. For more information on how this would be done, please click [here](#) for a tutorial.

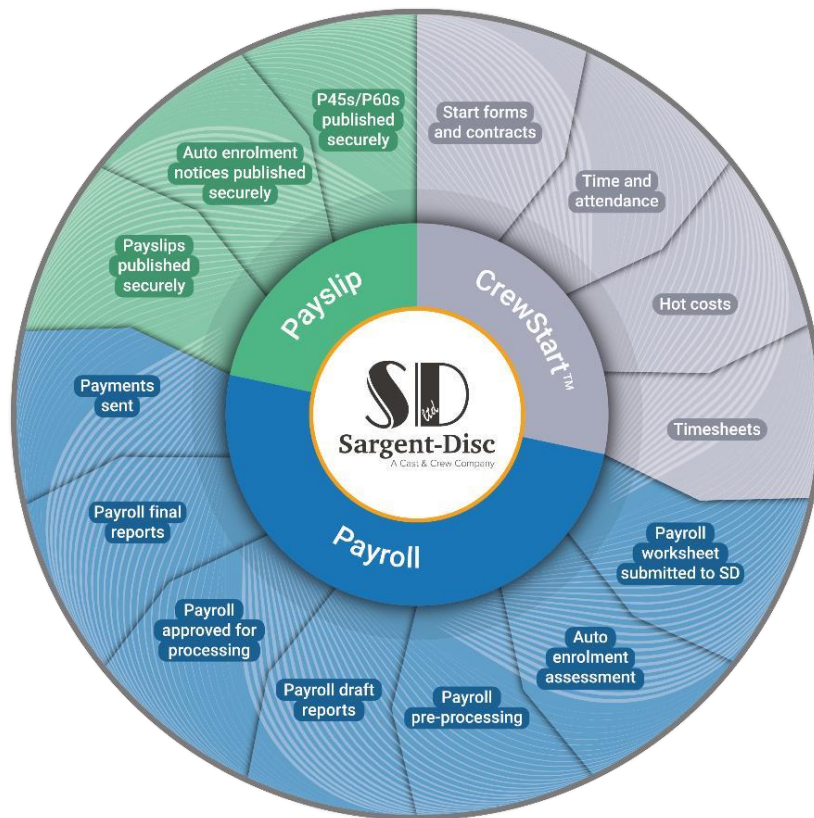
Onboarding

Crewstart helps to make your payroll process faster and more efficient and is included with your payroll. Your contracts, policy documentation and our start form can be uploaded to your project so these can be sent electronically to your crew members. The crew members can complete their start forms and contracts electronically through Crewstart.

Payroll Process

Sargent-Disc operates a 48 hour turnaround of payrolls from Monday to Friday. The payroll process is simple and efficient, as outlined below (see Figure 1). Each week or month, we send you a time sheet of standard payments to modify with variables for the period. We work from that and enter any changes into our systems before providing you with a set of pre-processing reports for approval. If there are any changes needed, let us know and we will update the reports for approval. Once you are happy with everything, we process your payroll and generate an

invoice and final reports. At the end of the tax year, we send all of the necessary returns to HMRC through the Payroll application for you. It really couldn't be any simpler.



<https://www.sargent-disc.com/2021/03/01/sargent-discs-end-to-end-digital-payroll-workflow/>

Figure 1, Sargent-Disc Payroll Process

Timesheets

We will provide you with an Excel formatted timesheet (initially empty) into which the amount to be paid to each employee can be entered as part of the payroll process. Timesheets and start-forms should be sent into the payroll department securely, via the messaging system. On receipt of your calculated timesheets, the payroll team will prepare the edit and send a 'New Reports Available' message to you via the system.

If your production is using Crewstart your time reports and timesheets can be completed electronically and passed to the payroll. Time reports are inputted on daily, weekly, future-dated or backdated basis and the timesheets are batched generated for the crew members to review and approve. Once the timesheets have been sent or drafted they can then be exported to an excel spreadsheet that can then be sent into the payroll department securely, via the secure messaging system.

Pre-processing

Reports are prepared for you to check, and are made available in the Reports section of your payroll. All reports are archived into date-titled folders and the ten most recently posted reports are also listed on the right-hand side of the reports screen.

Approval

Once you have checked your reports, please return a message to us via your payroll confirming that it is OK to process, or to advise of any further changes to be made.

Process

Payrolls are only processed when we have been authorised to do so.

Invoice and Reports

Final reports are prepared and published to the Reports section of your payroll. These include your payroll Invoice, Summary, Analysis, New Starters, Employee Changes and Payment Listings reports as well as an electronic interface into your accounting software. All reports are archived into date titled folders with the ten most recently posted reports listed on the right-hand side of the screen.

Payments

Sargent-Disc makes payment to your employees on receipt of funds into Sargent-Disc's bank account. Sargent-Disc makes payment by BACS (electronic bank to bank 3 day transfer) or wire transfer. We can make payments in a range of currencies including Sterling (£), Euro (€) and US Dollars (\$). Payments are released on Friday unless otherwise specified/instructed.

End of Year Returns

At the end of the tax year, we send all of the necessary returns to HM Revenue and Customs online the payroll for you.

Contact

Our experienced payroll staff are available to answer your questions and provide a responsive payroll service. You can contact the Sargent-Disc payroll team via the messaging system or by using the following contact details.

E-mail payroll@sargent-disc.com

Telephone: +44 (0) 1753 630300

Fax: +44 (0) 1753 655881

Website

For further information about Sargent-Disc software and services, visit <https://www.sargent-disc.com>.